



Commission on Correctional Peace Officer Standards & Training

SUBJECT MATTER EXPERT QUALIFICATIONS

Subject Matter Expert Definition:

A Subject Matter Expert (SME) is an individual who is recognized as exhibiting the highest level of expertise in performing a specialized job, task, or skill within an organization.

The credibility of lesson plans depends on the credibility of the SME. The role of a SME is of vital importance in identifying critical information that must be included in the lesson plan such as:

- New policies that pertain to the lesson
- Procedures that pertain to the lesson
- Updated forms that pertain to the lesson
- Supplemental documents that pertain to the lesson

Mandatory Qualifications:

- Minimum of three years of full-time institutional experience in field of expertise
- Three years of directly related work experience in the lesson plan subject matter
- Directly related experience should be current (within the last three years)
- SME should be of appropriate classification
- Exemplary service record (no adverse actions in area of expertise)
- Exemplary service record (no investigations pending)

Additional Qualifying Experience May be Obtained Through:

- Education (degree or certificate in subject matter)
- Previous experience as a trainer in subject matter
- Recognition by the Department as an expert in the subject matter

Interested in Becoming a SME?

- Determine what/which subject matter would best utilize your expertise
- Discuss your interest with your direct supervisor
- Complete the Subject Matter Expert Application and return to CPOST via US mail, email, or fax.

CPOST Contact Information:

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